



One Olde Half Day Road  
Lincolnshire, IL 60069  
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www.village.lincolnshire.il.us

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## CERTIFICATE OF OCCUPANCY APPLICATION

DEPARTMENT OF COMMUNITY DEVELOPMENT

### RESIDENTIAL

TEMPORARY

FINAL

Circle One

### COMMERCIAL

TEMPORARY

FINAL

Cash Deposit (if required): \$ \_\_\_\_\_ Dept: \_\_\_\_\_ Release Date: \_\_\_\_\_

### PROJECT INFORMATION (all information must be provided)

Projected Date of Occupancy: \_\_\_\_\_ Business Type: \_\_\_\_\_

Business/Occupant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Lot #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Subdivision (if applicable): \_\_\_\_\_

Building Permit #: \_\_\_\_\_ Building/Tenant Area: \_\_\_\_\_ sq. ft.

Occupant Load (Commercial Only): \_\_\_\_\_

Hazard Rating (Commercial Only): \_\_\_\_\_

Proposed Use of Building/Space (Commercial Only): \_\_\_\_\_

Present Use of Building/Space (Commercial Only): \_\_\_\_\_

Use Group Classification (Commercial Only): \_\_\_\_\_

Type of Construction (Commercial Only): \_\_\_\_\_

Civil Record Drawings Required (4 Copies): ☐ Yes ☐ No

Landscape Record Drawings Required (3 Copies): ☐ Yes ☐ No

Sprinkler Record Drawings Required (3 Copies): ☐ Yes ☐ No

### CONTACT INFORMATION

**APPLICANT INFORMATION:** ☐ Owner ☐ Agent

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Suite #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

**OWNER INFORMATION:** (if different than Applicant info)

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Suite #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

**DESIGN PROFESSIONAL INFORMATION** *(Required for all new commercial buildings)*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: (     ) \_\_\_\_\_ Cell: (     ) \_\_\_\_\_ License#: \_\_\_\_\_

I, \_\_\_\_\_, declare that to the best of my knowledge and belief the structure and all related building systems have been designed and built in all respect to all applicable Codes and Ordinances of the Village of Lincolnshire and have not deviated from the approved architectural plans.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CIVIL ENGINEERING INFORMATION**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: (     ) \_\_\_\_\_ Cell: (     ) \_\_\_\_\_ License#: \_\_\_\_\_

**\* THE FOLLOWING STATEMENT IS REQUIRED ON ALL RECORD DRAWINGS \***

I, (Insert Name), do hereby certify that this plan is a reasonable depiction of the topography of the described property as existed on this date, and essentially conforms to the plan approved by the Village of Lincolnshire, Department of Community Development as Building Permit No. (Insert Permit #), dated (Insert Date – MM DD, YYYY), or to revisions of said plan(s) as noted and approved by the undersigned.

**APPLICANT SUBMITTAL STATEMENT**

I, \_\_\_\_\_, certify that the information contained in this application, and other attached documentation is true to the best of my knowledge. I also have read the Certificate of Occupancy Information Form and understand all the information contained therein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**



**CERTIFICATE OF OCCUPANCY INFORMATION FORM**

DO NOT SUBMIT THIS FORM WITH APPLICATION, PLEASE KEEP FOR YOUR RECORDS

**COMMERCIAL FEES BASED ON SQUARE FOOTAGE  
(Doubled for Temporary C.O.)**

Square Footage	Fee
0 to 10,000	\$135.00
10,001 to 50,000	\$275.00
Over 50,000	\$400.00

**RESIDENTIAL FEES**

Final Certificate \$50.00

Temporary \$125.00

The requested Certificate will be issued within five (5) to seven (7) business days following the receipt of all department/agency approvals. Occupancy will **NOT** be permitted prior to the issuance of a Certificate of Occupancy.

**FINAL CERTIFICATE OF OCCUPANCY**

When all construction has been completed and the outstanding items that remain are site issues due to weather or items that do not pose a threat to life safety, the Building Official may issue a Temporary Certificate of Occupancy in accordance with Title 5-2 of the Lincolnshire Village Code. The Village may issue a Temporary Certificate of Occupancy for a period of no longer than sixty (60) days for commercial properties and thirty (30) days for residential properties, in accordance with the applicable Village Code requirements. ***A Final Building Inspection request will not be scheduled prior to the Village's receipt of a written statement detailing all outstanding work.*** Please call the Building Division of Community Development at 847-883-8600 with any questions regarding the required inspections for your project.

**TEMPORARY CERTIFICATE OF OCCUPANCY**

The Building Official may require a written statement detailing unfinished work and cost, and a notarized Developer/Contractor and Purchaser Agreement.

***All Temporary Occupancy requests will require a cash deposit based on outstanding permit work items. The minimum cash deposit prescribed by the Village Code is \$2,000 for commercial, and \$1,000 for residential.***